POSITION DESCRIPTION

POSITION: Executive Director of IT   **POSTING DATE:9-26-14**
LOCATION: S/M Community/NS Casino   **CLOSING DATE: Until Filled**
SALARY: Exempt - Negotiable   **PAYGRADE:**
Reports to: Tribal Council

GENERAL RESPONSIBILITIES: Establishes and directs the strategic long-term goals, policies and procedures for the IT Departments at the Stockbridge-Munsee Community, North Star Casino, and all related entities. Determines the organization's long-term systems needs and any hardware acquisitions needed to accomplish the organization's business objectives. Position is responsible for oversight of complex networks and IT systems. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others within the IT department. *Supervision of this position falls directly under Tribal Council.*

DUTIES:
1. Responsible for the administration of the Information Technology (IT) Department for the S/M Community, North Star Casino, and all related entities of the Tribe including support for all government offices, health center, golf course, LP gas company and convenience store.
2. Responsible for directing IT Managers and related personnel at S/M Community and N/S Casino.
3. Oversight of network systems including virtual and physical server hardware and software with support from the IT Team.
4. Oversight of computer systems including desktop computer hardware and peripherals, operating systems including Microsoft Windows, productivity software including Microsoft Office and anti-virus.
5. Oversight of all software systems and other departmental specific software.
6. Direct web development, maintenance and updates for the tribal websites, Mohican-nsn.gov and Mohican.com, including the tribal member secured site.
7. Direct management of employee computer orientation and training program.
8. Direct management of Centrex and voice-over-IP telephone systems.
9. Oversight of annual objectives, operating budget and capital budget for the IT Department(s) and report regularly on progress toward objectives.
10. Maintain management of computer inventory and develop an annual computer replacement plan.
11. Stay current on technological advances in the IT field, research and make recommendations on new technology to improve operations.
12. Prioritize and manage IT projects and coordinate IT purchases for all departments.
13. Work with external IT vendors, consultants and engineers.

14. Maintain and develop IT standards, policies and procedures that comply with all tribal policies.
15. Must perform assigned duties in a timely manner with minimum supervision.
16. Must be able to work weekends, nights and holidays.
17. Must be able to work with a variety of people with diverse personalities.
18. Must maintain an acceptable departmental attendance record.
19. Must be reliable and prompt when reporting to work.
20. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
21. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
22. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
23. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

Key Responsibilities:

Financial Management
1. Manage IT projects and budgets including Operating expenses and Capital expenses
2. Provide monthly Management and Financial reports
3. Proactively identify and implement cost saving initiatives in both IT Operating expenses and IT Capital expenses.

Technology Leadership
1. Provide innovation and leading edge technology recommendations and solutions to the business.
2. Provide highly structured project management to IT projects.
3. Contribute to the management of relevant Casino and Tribal systems related projects and the planning, testing and communication of those projects.
4. Develop and maintain industry relationships and monitor competitor activity and capability.
5. Maintain control and integrity of systems and processes
6. Review IT related policies and procedures on a continuous basis and escalate issues
7. Adhere and enforce all IT related policies and procedures
8. Ensure business continuity planning is undertaken, tested, and implemented to provide redundancy on all business critical services.

Relationship Management
1. Ensure internal relationships and communication are managed effectively

2. Ensure external relationships and communication are managed effectively
3. Manage and negotiate local supplier relationships as required to provide maximum service levels within budget allocations
4. Developing and improving services, business processes and procedures with key business stakeholders and the IT team.

Service Delivery Management
1. Ensure consistently high levels of customer service to staff, customers and partners within the organization.
2. Ensure technology platform exceeds minimum service level obligations, and is aligned with best practice approaches.

People Leadership
1. Be part of the NorthStar Casino & Tribal Senior Leadership groups and provide regular and relevant technology input and guidance to those teams.
2. Ensure that systems are in place to enable staff to be appropriately equipped with operational skills required for their role.
3. Fully align the performance plans of staff to achieve finance objectives and evaluate performance accordingly.
4. Work with the IT Assistant Director, to provide support to the Service Desk team as required and to monitor and improve service levels and project deliverables.
5. Build a productive working environment through constructive, regular and timely feedback and by ensuring appropriate involvement, delegation and monitoring of staff.
6. Provide regular communication updates to direct reports, and other IT team members where appropriate.
7. Encourage a culture of coaching, professional development and self-improvement.

Governance
1. Compliance to all relevant financial, gaming and legal requirements.

QUALIFICATIONS:
1. A Bachelor's degree specializing in Computer Science, Informational Technology or a related field is required. A Master's degree is preferred
2. At least five years of IT work experience in a senior management position performing similar duties as those listed is required.
3. Working knowledge of network and desktop hardware is required.
4. ***At least 3 years of past network engineering experience and responsibility for oversight of complex networks and IT systems is required.***
5. Working knowledge of Microsoft Windows, Microsoft Office, Microsoft Server, VM Ware, Microsoft Exchange, GreatPlains and Citrix is required.

6. Working knowledge of other software is preferred.
7. ***Past experience with departmental and organizational budgeting is required.***
8. ***Previous gaming eExperience with operating system(s), networks, hardware, and software commonly used in casinos and the gaming industry is required. Ballys gaming systems experience preferred.***
9. Must have above average problem solving skills.
10. Must have excellent verbal and written communication skills.
11. Must be able to work effectively under pressure and meet multiple deadlines.
12. Must be able to obtain and maintain a Mohican Nation Gaming License.
13. Must follow MIC requirements per gaming division.
14. Must be able to lift up to 50 pounds.
15. Must be willing to attend all applicable training.
16. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must be eligible for coverage under the employer's liability insurance.
18. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
19. Must be able to meet physical requirements of position.
20. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
21. Must abide by departmental and organizational safety, testing, and uniform guidelines.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position: 6/2013   Tribal Council Approved:
Revised Position: Tribal Council Approved:9-26-14